

EDITED KSA LISTING

CLASS: Assistant Chief Counsel

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

--	--

	Knowledge of:
K1	Broad and extensive knowledge of legal principles and their applications to ensure that their (Assistant Chief Counsel and staff) advice and recommendations, presentations, and negotiations are consistent with rules, laws, and regulations and to ensure that the legal risk is properly evaluated.
K2	Broad and extensive knowledge of legal research methods, court procedures, rules of evidence and procedure to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
K3	Comprehensive knowledge of administrative law and the conduct of proceedings before administrative bodies within your assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
K4	Broad and extensive knowledge of provisions of laws and Government Code sections administered or enforced within your assigned area to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
K5	Basic principles of public administration, personnel management, and supervision to ensure personnel and supervisory tasks (e.g., hiring, performance evaluations, counseling, etc.) are properly carried out.
K6	Extensive knowledge of oral and written communication skills to make presentations, draft legislation, opinions, and trial documents, and to supervise, etc.

	Ability to:
--	--------------------

EDITED KSA LISTING

CLASS: Assistant Chief Counsel

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

A1	Supervise staff and/or independently analyze legal principles and precedents and apply them to complex legal and administrative problems to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
A2	Supervise staff and/or independently present statements of fact, law, and argument clearly and logically in written and oral form to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
A3	Supervise staff and/or independently draft opinions, pleadings, rulings, regulations, and legislation to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
A4	Supervise staff and/or independently present cases in court or administrative proceedings to ensure effective presentations and/or representation of the Department and the reduction of risk.
A5	Plan, organize, and direct the work of a staff of attorneys to ensure accurate advice and recommendations, effective presentations and/or representation of the Department and the reduction of risk.
A6	Effectively contribute to the department's Equal Employment Opportunities (EEO) program to ensure achievement of Department's objectives.

	Special Personal Characteristics
SPC1	Supervise staff and/or independently exercise negotiation skills to effectively represent the Department's position and/or to bring clients to consensus.
SPC2	Supervise staff and/or independently use tact to effectively represent the Department's position and/or to bring clients to consensus.
SPC3	Supervise staff and/or independently use assertiveness to effectively represent the Department's position and/or to bring clients to consensus.
SPC4	Supervise staff and/or independently earn and keep respect of subordinates and clients to effectively represent the Department's position and/or to bring clients to consensus.